



California State Fire Training

INTERIM SFT PROCEDURES



Date: December 31, 2013

Procedure Title: Summative Test Process

Page Number: Pages 17 and 18

Section Change: Effective July 1, 2012 the Section (C) Certification Exams Process was retired. A new Section (C) Summative Test Requirements was adopted. The new Summative Test Requirements are as follows:

(C) Summative Test Requirements

- (1) The instructor developed summative test is the course final examination.
- (2) The summative test is incorporated into the student's final grade for the course and must be used to determine successful completion of the class.
- (3) The summative exam shall consist of a minimum 50 item test. The format can be completion, short answer, and/or multiple choice.
- (4) Instructors shall utilize a test planning sheet to ensure test questions are linked to the student material. Test planning sheets shall be retained by the instructor with other course materials for a minimum of five (5) years.
- (5) Students must pass the summative test with a minimum 80% score in order to pass the class.
- (6) The instructor shall write each student's numeric score on the back of their Scantron next to the section where the instructor indicates if the student passed [+] or failed [-].
- (7) The Primary Instructor may elect to administer a retake test for students who fail the summative test. A retake of a summative test must be administered prior to returning the class materials to SFT. SFT Procedures Manual requires all class materials to be returned within 15 days of the class ending date; therefore, instructors have less than two weeks from the class ending date to administer the retake summative test.

Justification: STEAC was advised, during the July 17, 2009 meeting, that a memo would go out to all instructors establishing new summative test re-take procedures. The "Letter to Instructors" also informs them that the passing score for summative tests is 80% (higher than the passing score of certification exams at 70%). The approved "Letter to Instructors" dated November 10, 2011 established the new summative test procedure to be effective on January 1, 2012.

Effective Date: July 1, 2012

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Approved By:

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